



**Authorization Form for Collection of Degree Diploma and Academic Transcript**

**Notes**

1. Graduates who are unable to collect the degree diploma and academic transcript in person may authorize a representative to collect the documents on his/her behalf.
2. The representative will be requested to present this **authorization form**, a copy of **the graduate's identification document\*** and **his/her own identification document** to make the collection.
3. Please be reminded to settle all fees (e.g. tuition fee, medical insurance fee, library fines, etc.) and return all belongings (e.g. PRS handset, etc) owed to the University before collecting the documents. At least **five working days** should be allowed for the clearance procedure.
4. Graduates who would like to receive the degree diploma and academic transcript by mail should submit an online request at: [https://www.ab.ust.hk/diploma\\_mail](https://www.ab.ust.hk/diploma_mail).
5. For any queries, please contact Academic Records and Registration, Academic Registry at [arrgrad@ust.hk](mailto:arrgrad@ust.hk).

**Section I Personal Particulars**

HKUST Student ID: 

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Name (in English): \_\_\_\_\_

Degree and Program: \_\_\_\_\_

Contact Phone No./ Email Address: \_\_\_\_\_

**Section II Request Details**

I hereby authorize the following person to collect my degree diploma and academic transcript on my behalf:

Name: \_\_\_\_\_

Type and No. of Identification Document \_\_\_\_\_

Signature of Graduate: \_\_\_\_\_ Date: \_\_\_\_\_

**Personal Information Collection Statement**

i) The personal data provided in this form will be used for checking of records and processing this application only. Your application may not be considered if the information submitted is incomplete.

ii) The personal data collected may be provided to major departments/ schools, or relevant administrative offices for the above-mentioned purposes.

iii) For access or correction of the personal data after submission of this form, please contact the Academic Registrar (email: [arrgrad@ust.hk](mailto:arrgrad@ust.hk), Office address: Academic Records and Registration, Academic Registry, Room 1381, Academic Building, HKUST). For the University's Privacy Policy, please refer to <http://www.ust.hk/privacy-policy>.

\* Examples of the identification document are HKID card, Passport or Student ID card. Copies will NOT be retained after verification.